

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #40
Assessment and Evaluation Staff
26 September - 2 October 1956

DATE: 3 October 1956

I. SIGNIFICANT ITEMS. None.II. OTHER ACTIVITIES.A. Office of the Chief.

The first evaluation from the split course does not represent a consensus. One of the points on which there is marked disagreement is the practice of submitting separate reports for each half of the course. This practice is adding a great deal more work to everybody concerned with the preparation, processing, and receipt of the training evaluation.

3. Chief, A & E, gave a lecture in the Basic Supervision Course on 26 September.

4. A sustained A & E service to the Office of Personnel is the pre-employment testing of Headquarters applicants for professional or clerical positions. The tabulation given below is indicative

25 YEAR RE-REVIEW

CONFIDENTIAL**SECRET**

~~SECRET~~ **CONFIDENTIAL**

of the nature and scope of this support function, and includes applicants tested the week of 24-28 September 1956.

Clerks	15
Clerk-typists	13
Secretaries	4
Stenographers	5
Intelligence Officers	11
Accountant	1
Total	<u>49</u>

Discussions are being held with representatives of Personnel Assignment Division, Office of Personnel, concerning testing of Headquarters professional applicants. It is hoped these discussions will lead to improvement of this A & E service.

5. [] met with [] Office of Personnel, to discuss A & E Staff participation in the new Biographic Profile program. No commitments were made.

B. Assessment Branch.

[] attended a meeting of the Qualifications Review Panel on 27 September.

C. Training Evaluation Branch.

[] of the Intelligence School, met with [] to discuss approaches to training evaluation for the course in research techniques which will be offered by that school in the near future.

III. PERSONNEL NOTES.

1. We are proud to announce that [] has been notified that he has been elevated to the status of Fellow in the American Psychological Association.

2. [] has returned from a two-week absence, one week of which was annual leave, and one week of sick leave.

3. [] was absent 21 September through 1 October because of the illness of her father. We are glad to report that he is much improved.